

CURRICULUM VITAE

Name : SOURABH KISHOR DUBEY
Designation : Assistant Secretary
Key Roles and Responsibilities : All work relating to Volunteers for Peace and Harmony Programme,
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Date of Birth : 28 October 1978

Professional Experience:

S.N.	Name of the Organization	Designation	Period
1.	National Foundation for Communal Harmony, MHA	Assistant Secretary	July 2012 to continuing till date
2.	UPASS Foundation, New Delhi	Executive Director	December 2010 to April 2012
3.	Rajiv Gandhi Foundation, New Delhi/Amethi	Archivist / Programme Executive	September 2006-December 2010
4.	Tata Institute of Fundamental Research, Mumbai	Junior Archivist	January 2006-July 2006
5.	Indian Red Cross Society, Jabalpur (M.P.)	District Coordinator	September 2002-October 2004
6.	District Rural Development Authority (DRDA), Jabalpur (M.P.)	Community Health Worker	August 2001-September 2002

Educational & Professional Qualification:

S.No	Class	Year	Board/University
1.	One Year Diploma in Archival Studies	2005	National Archives of India, New Delhi
2.	Master of Arts (History)	2001	Rani Durgavati Vishwavidyalaya, Jabalpur, M.P.
3.	PG Diploma in Business Administration with Computer Applications	1999	Barkatullah University, Bhopal
4.	Bachelor of Arts	1999	Rani Durgavati Vishwavidyalaya, Jabalpur, M.P.

PERSONAL EXPERIENCE SPECIFICATION:-

- 5 years working experience on social development, gender, social protection and delivery of pro-poor financial issues in India; including, women empowerment; education and health awareness programmes.
- Worked on Acquisition, chronological arrangement of records, Accessioning, Cataloguing, and Descriptive listing of documents and also Prepared Photograph albums and catalogued them. Also worked on editing of publications and Exhibitions.
- Worked on proper maintenance and up keeping of valuable documents and other precious items in the RGF Archives, also worked on Digitization work of the documents photographs and other digital media, Library automation, as well as worked for media publicity related activities in the RGF.
- Worked with bureaucrats in State Government / Central Government in India.

Language skills: Hindi & English